

DD / S E R E C R E T

U I R E Personnel 17

28 JUN 1968

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Support

SUBJECT : Request for Extension of Retirement Date -
Mr. [] GS-8, Fiscal Accounting AssistantREFERENCE : Memo to D/Pers fr Subject dtd 12 June 1968,
subj: Retirement, Request for Extension of

1. This memorandum transmits Subject's request for extension of his retirement date from June 1969 to July 1970 for review and consideration by the Retirement Board.

2. Mr. [] received his five-year retirement letter in June 1965 which advised him that his retirement date had been established as July 1970 at which time he will be 62 years of age and will have 26 years and 4 months Federal Service. Mr. [] was subsequently advised by memorandum from the Director of Personnel dated 20 June 1967 that he would be expected to retire in June 1969. A later memorandum from the Director of Personnel dated 31 May 1968 advised Mr. [] that his request for an extension would be considered if his plans for orderly retirement by June 1969 could not be formalized.

3. Subject has been assigned to the Office of Finance and its predecessor organization since his entrance on duty in April 1953. He has been performing Fiscal Accounting Assistant duties in the Accounts Division since July 1961. Mr. [] experience in this line of work is of value to this Office; however, he is not irreplaceable. We cannot say that his retention would not block the career progression of other SF employees.

4. The SF Career Service cannot recommend an extension of retirement for Mr. [] however, if the Retirement Board acts favorably upon his request, we can utilize his services for whatever period approved.

151

L. E. Bush
Director of Finance

Attachment

CONCUR:

(signed) John W. Jeffrey

Deputy Director for Support

8 JUL 1968

Date

Distribution:

0 & 1 - Addes

2 - DD/S

2 - Fin/SS

Approved For Release 2003/05/05 : CIA-RDP84-00780R002400020008-8

RLJ/slh/jc (26 June 1968)

SECRET

12 June 1968

MEMORANDUM FOR: Director of Personnel

THROUGH : Chief, Accounts Division, Office of Finance
Administrative Officer, Office of Finance

SUBJECT : Retirement, Request for Extension of

REFERENCES : "A" dated 4 June 1965
"B" dated 20 June 1967
"C" dated 31 May 1968

1. In accordance with reference "A," I had planned my personal affairs for retirement at age 62.

25X1

2. Therefore, in accordance with reference "B," which refers to P.L. HR [REDACTED], I had attempted to arrange my personal affairs for retirement at age 61. However, due to unforeseen complications, I have discovered that I will not be able to formalize my plans for retirement until sometime during the year 1970.

3. Therefore, in accordance with reference "C," I am requesting an extension until, at the latest, 13 July 1970.

[REDACTED]

25X1

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

Reference "A"

4 JUN 1965

STAT

MEMORANDUM FOR: [REDACTED]

SUBJECT : Retirement Planning

1. The established policy of the Agency favors early retirement of its employees who, as you know, are normally expected to retire when they become eligible for a full annuity. The prospect of retirement deserves serious thought and planning, and you should therefore know that you will be eligible for retirement, according to our records, during July, 1970.

2. Planning ahead can bring about, with each passing year, definite progress toward your retirement goals. The Agency is anxious to assist you in planning for your retirement. It is even more important, as an employee, that you begin now to plan for this occasion.

3. You deserve to know as much as possible about the general subject of retirement and more specifically about the retirement policy itself, your annuity, life and health insurance protection, opportunities for other employment, Social Security benefits, and educational materials available on the subject. The Agency feels that this type of information and advisory service should be made available to you at least five years prior to the date of your eligibility.

4. You are requested to call the Executive Secretary of the Board, Mr. [REDACTED] to arrange an appropriate time to discuss any plans you may have and benefits available to you upon retirement.

STAT

[REDACTED]

Lawrence R. Houston
Chairman
Agency Retirement Board

STAT

Reference "A"

ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

~~Reference "B"~~

Reference "B"

20 June 1967

STAT MEMORANDUM FOR :

SUBJECT : Retirement Planning

STAT REFERENCE :

1. As you know, the established policy of the Agency long has been to expect employees covered by the Civil Service Retirement Act to retire as soon as they became eligible to do so: age 60 with more than 30 years of service or age 62 with at least five years of service.

2. Recently, the Civil Service Retirement Act was amended to permit employees to retire on a full annuity at age 60 if they had 20 years of service, and the Director of Central Intelligence has now added this option to the Agency's retirement policy. Consequently, employees are now expected to retire at age 60 if they have 20 years of service. Those employees with less than 20 years of service will be expected to retire at age 62.

3. You were previously notified by memorandum that you would be expected to retire upon attainment of age 62. As you are now over 58, retirement at age 60 under the new Agency policy may adversely affect your retirement planning. For this reason an exception is being made so that you will be expected to retire two years from the date of this memorandum rather than at age 60. Should even this create some unique problem for you, the Retirement Board will consider your request for extension if your plans for orderly retirement cannot be formalized.

4. We encourage you to contact our Chief, Retirement Branch for information concerning your annuity estimates and for any other related assistance you may request.

Reference "B"

Emmett D. Echols
Director of Personnel

STAT

ADMINISTRATIVE
INTERNAL USE ONLY

C-O-N-F-I-D-E-N-T-I-A-L

Reference "C"

31 MAY 1958

25X1 MEMORANDUM FOR :
SUBJECT : Retirement Planning

1. After a thorough review, the Agency's current retirement policy for employees covered by the Civil Service Retirement Act has been reaffirmed. These employees will be required to retire at age 60 with 20 years of service or age 62 with at least 5 years of service.

2. Although the Director of Central Intelligence desires maximum conformance to this policy, requests for extension to age 62 will be considered on an individual basis. In your particular case you were initially advised under the then existing policy that you would be expected to retire at age 62. Subsequently, you received a second memorandum accelerating your retirement date under a revised policy which was adopted in line with the 1966 amendment of the Civil Service Retirement Act permitting retirement at age 60 with 20 years of service without reduction in annuity. If your plans for orderly retirement at the earlier date cannot be formalized, your request for an extension will be considered.

3. To assist in orderly manpower planning, we would like to know as soon as possible whether or not you intend to seek an extension from the age 60 date. Your advice in this regard should be forwarded to my office through your supervisor and your Career Service. If you have not yet come to a decision on this matter, we will appreciate your letting us know your tentative plans. Your early response will be appreciated.

Reference "C"

Robert S. Wattles
Director of Personnel

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C-O-N-F-I-D-E-N-T-I-A-L

Group I
Excluded From
Automatic Downgrading
and Declassification

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